

NAP MEMBERSHIP PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What does the term "dispose of the question without a direct vote" refer to?**
 - A. Postpone definitely
 - B. Postpone indefinitely
 - C. Quorum
 - D. Privilege motion
- 2. Who may be given preference in being recognized by the chair?**
 - A. The youngest member
 - B. The member who speaks first
 - C. The maker of the motion who has not spoken
 - D. The chairperson's assistant
- 3. Can a subsidiary motion be applied to any main motion?**
 - A. Yes, but only specific types
 - B. No, it must relate directly to the main motion
 - C. Yes, it can be applied to any main motion
 - D. No, it can only be applied to privileged motions
- 4. What is the first action a member takes to initiate a motion?**
 - A. Debate the motion
 - B. Make the motion and seek a second
 - C. State their opinion
 - D. Request a vote
- 5. The presiding officer may enter into debate on all motions. True or False?**
 - A. True
 - B. False
 - C. Only in emergencies
 - D. Only for specific motions
- 6. What is the relationship between customs and the operations of an assembly?**
 - A. Customs are irrelevant to formal proceedings
 - B. Customs are only followed if agreed by all members
 - C. Customs can sometimes influence proceedings but not overrule bylaws
 - D. Customs must always be documented in the bylaws

- 7. What term describes a request for information regarding facts?**
- A. Point of order
 - B. Inquiry
 - C. Quorum
 - D. Precedence
- 8. What is the main purpose of a subsidiary motion?**
- A. To discuss an unrelated topic
 - B. To modify or affect the main motion
 - C. To close debate on any motion
 - D. To adjourn the meeting
- 9. Is it possible for a member to interrupt business if they wish to raise a point of order?**
- A. Yes, at any time
 - B. No, only during certain times
 - C. Only with permission from the chair
 - D. Only during a recess
- 10. What role does a presiding officer play in a meeting?**
- A. To provide social commentary
 - B. To facilitate and guide the meeting
 - C. To vote on every motion
 - D. To represent the assembly in external affairs

Answers

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1. B
2. C
3. C
4. B
5. B
6. C
7. B
8. B
9. A
10. B

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Explanations

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1. What does the term "dispose of the question without a direct vote" refer to?

- A. Postpone definitely
- B. Postpone indefinitely**
- C. Quorum
- D. Privilege motion

The phrase "dispose of the question without a direct vote" refers to the action of setting aside or delaying a decision on a motion without bringing it to an immediate vote. This is effectively what happens during a postponement, and specifically, a postponement indefinitely allows the assembly to bypass the need for a direct vote on the current question, thus leaving it unresolved at that moment. In parliamentary procedure, when a decision is postponed indefinitely, it indicates that the matter can be revisited in the future but is currently set aside. This means that the assembly does not vote on the issue right away, thereby disposing of it in a manner that could potentially prevent it from being addressed until someone decides to bring it back to the floor. Postponing definitely refers to setting a specific date for reconsideration, providing a clear intention to revisit the issue later, which does not align with the concept of leaving the matter open-ended as seen in indefinite postponement. A quorum relates to the minimum number of members required to conduct business and does not pertain directly to the handling of motions. Privilege motions are motions that pertain to the rights of the assembly or its members and are also not directly related to the process of postponing or resolving questions through voting.

2. Who may be given preference in being recognized by the chair?

- A. The youngest member
- B. The member who speaks first
- C. The maker of the motion who has not spoken**
- D. The chairperson's assistant

The preference for recognition by the chair is typically given to the maker of the motion who has not yet spoken. This practice is rooted in parliamentary procedure, where the individual who proposed the motion is afforded the opportunity to discuss and clarify their intent or reasoning before any others participate in the debate. By allowing the maker to speak first, it ensures that the context of the motion is clear to all members and sets the stage for a more informed discussion. This approach promotes fairness in deliberations and respects the role of the motion's creator, highlighting the importance of their contribution to the meeting's agenda. It helps facilitate an organized and respectful discourse, allowing members to respond directly to the specific proposals made. In contrast, younger members, those who speak first, or the chairperson's assistant do not have the same procedural priority in discussions. While their contributions are valuable, the procedural norms prioritize the rights of the member who has introduced a motion, ensuring that their voice is heard and considered before others contribute.

3. Can a subsidiary motion be applied to any main motion?

- A. Yes, but only specific types
- B. No, it must relate directly to the main motion
- C. Yes, it can be applied to any main motion**
- D. No, it can only be applied to privileged motions

A subsidiary motion is a type of motion that is used to modify or take action on a main motion. The key characteristic of subsidiary motions is that they are directly related to the main motion they are addressing. This means that while the intent is to discuss or amend the main motion, subsidiary motions cannot be applied to just any main motion without context. The correct perspective is that subsidiary motions must have some relationship with the main motion. For example, a subsidiary motion might propose to amend the main motion or to refer it to a committee for further study. While there is a variety of subsidiary motions, they must always pertain to the main motion at hand in order to be properly discussed or voted on. In summary, subsidiary motions serve a specific purpose in guiding the discussion or decision on main motions, which means their applicability is not as broad as can be implied by the choice suggesting they can be applied to any main motion without restriction. Understanding this relationship is crucial for effective parliamentary procedure.

4. What is the first action a member takes to initiate a motion?

- A. Debate the motion
- B. Make the motion and seek a second**
- C. State their opinion
- D. Request a vote

The first action a member takes to initiate a motion is to make the motion and seek a second. This foundational step is crucial in formal parliamentary procedure, as it allows an idea or proposal to be officially put forward for consideration by the assembly. When a member makes a motion, they are articulating a specific suggestion for the group to deliberate on. Following this, seeking a second is important because it demonstrates that at least one other member supports the consideration of the motion. Without a second, the motion does not move forward for discussion or debate. Thus, this process ensures that only motions with sufficient interest from the assembly are considered, maintaining efficiency in meetings. While debating the motion, stating an opinion, or requesting a vote are all important steps that can occur later in the process of deliberation, they do not initiate the motion. Initiation begins with the proposal and the support of that proposal, making the act of making the motion and seeking a second the correct first action.

5. The presiding officer may enter into debate on all motions. True or False?

- A. True
- B. False**
- C. Only in emergencies
- D. Only for specific motions

The statement is false because the presiding officer typically does not engage in debate on motions during formal proceedings. The role of the presiding officer is to maintain order and facilitate discussion among the members, rather than to participate in the debate themselves. By remaining impartial and not taking sides in the discussion, the presiding officer ensures that all members have an equal opportunity to voice their opinions and that the debate remains fair and orderly. There may be some exceptions in certain circumstances, such as if the presiding officer is stepping down temporarily or if the established rules allow for limited participation under specific conditions, but these are not the norm in standard practice.

6. What is the relationship between customs and the operations of an assembly?

- A. Customs are irrelevant to formal proceedings
- B. Customs are only followed if agreed by all members
- C. Customs can sometimes influence proceedings but not overrule bylaws**
- D. Customs must always be documented in the bylaws

The relationship between customs and the operations of an assembly reflects the complexity of how both inform and govern the proceedings of meetings. Customs refer to the traditional practices and informal norms developed over time within a specific group or organization. They can significantly influence how meetings are conducted, the behavior of members, and decision-making processes. While customs are not formal rules like bylaws, they often play a crucial role in shaping the atmosphere and functioning of the assembly. This influence occurs as long-standing practices may be respected and adhered to by members, affecting how they interact and make decisions. However, it is important to highlight that while these customs provide guidance, they do not have the authority to contradict or overrule formal bylaws that have been officially adopted by the assembly. Bylaws serve as the legal framework governing the assembly's operations, ensuring that all members are aware of and can expect consistency in how meetings are run. Customs can enhance the process, but they must work within the established legal structure set out by the bylaws. This dynamic illustrates that customs are valuable in guiding behavior and proceedings without superseding the foundational rules laid out in the bylaws.

7. What term describes a request for information regarding facts?

- A. Point of order
- B. Inquiry**
- C. Quorum
- D. Precedence

The term that accurately describes a request for information regarding facts is "inquiry." Inquiries are typically made when someone seeks clarification or further details on a particular subject, allowing for better understanding and informed decision-making. In a broader context, inquiries can occur in various settings, such as meetings, research, or even during discussions with stakeholders, and they play a crucial role in ensuring that all members involved have the necessary information to engage in meaningful dialogue or make informed choices. This term encompasses both formal and informal requests for information, making it versatile and applicable in many scenarios. The other terms listed do not match the definition provided in the question. A "point of order" pertains to raising an issue regarding the rules or procedures during a meeting. "Quorum" refers to the minimum number of members required to be present for the meeting to be conducted legally. "Precedence" describes the priority or importance of a matter in comparison to others, particularly in parliamentary procedure or decision-making contexts.

8. What is the main purpose of a subsidiary motion?

- A. To discuss an unrelated topic
- B. To modify or affect the main motion**
- C. To close debate on any motion
- D. To adjourn the meeting

The main purpose of a subsidiary motion is to modify or affect the main motion. This function is crucial in parliamentary procedure as it allows members to propose alterations or changes to the main motion being discussed. These subsidiary motions enable a more organized and structured discussion, ensuring that participants can refine, amend, or adjust the main motion to better fit the group's intentions or needs. Subsidiary motions can also help clarify points within the main motion or provide additional context that may help the assembly reach a decision. This enhances the deliberative process by ensuring that all viewpoints can be considered before a decision is made on the main motion. Other options, such as discussing an unrelated topic or closing debate, do not align with the essential function of subsidiary motions. Similarly, adjourning a meeting serves a different purpose and is not related to modifying the main motion.

9. Is it possible for a member to interrupt business if they wish to raise a point of order?

- A. Yes, at any time**
- B. No, only during certain times
- C. Only with permission from the chair
- D. Only during a recess

The ability for a member to raise a point of order indicates a fundamental aspect of parliamentary procedure. A point of order can be made at any time during a meeting when a member believes that the rules are not being followed. This immediacy is essential to maintain order and ensure that the proceedings are conducted correctly according to the established rules or guidelines of the organization. When a member raises a point of order, it serves to address any procedural irregularities and can interrupt the current business being discussed. This ensures that all members are adhering to the agreed-upon protocols, thereby maintaining the integrity of the meeting. The openness to raise such points is crucial for democratic processes within organizational meetings, allowing all members to hold each other accountable, regardless of the stage in the meeting. This is why the correct answer emphasizes that a member can indeed interrupt business at any time to raise a point of order.

10. What role does a presiding officer play in a meeting?

- A. To provide social commentary
- B. To facilitate and guide the meeting**
- C. To vote on every motion
- D. To represent the assembly in external affairs

The role of a presiding officer in a meeting is fundamentally about facilitating and guiding the discussions and activities that occur. This individual's primary responsibility is to ensure that the meeting runs smoothly and efficiently, maintaining order and encouraging participation from all members. The presiding officer sets the agenda, controls the flow of conversation, and ensures that all voices are heard, which is crucial for effective decision-making. By focusing on facilitating the meeting, the presiding officer helps create an environment where participants can express their ideas and concerns, ultimately leading to productive outcomes. This role also involves adhering to governance rules and procedures, which helps maintain structure during the meeting. Being a neutral guide allows the presiding officer to foster a sense of collaboration and inclusivity, essential for effective group dynamics. In contrast, providing social commentary, voting on every motion, or representing the assembly in external affairs are not key responsibilities of a presiding officer. The emphasis is on guidance and facilitation rather than personal opinions or individual voting, ensuring that the focus remains on the collective objectives of the assembly.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://napmembership.examzify.com>

We wish you the very best on your exam journey. You've got this!

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